

SECRET

IR # 745-63

9 May 1963

ADM-6

DTR-2294

MEMORANDUM FOR:

SUBJECT : Mid-Career Training Program

REFERENCE :

25X1

1. Subject reference (paragraph 7) directs that the DTR shall make a report to the DDCI on the progress of this program with specific recommendations for improvement for the period ending 30 June 1963.

2. I should like to include in this first report information on:

- (a) (paragraph 4 of ref.) the methods and procedures whereby Deputy Directors and Heads of Career Services are critically evaluating and identifying those employees who should participate in the mid-career training program.
- (b) the approximate number of employees in FY '64 who may be eligible for participation in the mid-career program and can be made available. You may wish to include selected GS-14's in this number.
- (c) whether you agree in principle with my recommendation that the base of the program be broadened, (see my draft memo, this subject) and specifically what courses you would wish included in this broadened base.
- (d) whether you have at this time specific recommendations for improvement of the program (paragraph 7 of ref.).

3. It is requested that the above information be in my office on or before 1 June 1963.

SIGNED

MATTHEW BAIRD  
Director of Training

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